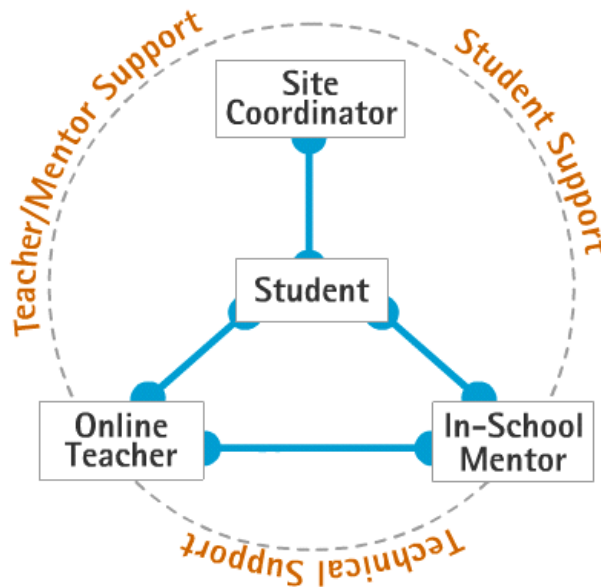




Mentor Guide

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Please contact Apex Learning Support with questions or comments by phone 1-800-453-1454 or email support@apexlearning.com. Apex Learning® Customer Support Hours: Monday-Friday, 5:00 AM-7:00 PM, Pacific Standard Time.

Introduction

A pioneer in online learning, Apex Learning was the first to develop a distance learning model that linked the student to both an online teacher and an in-school mentor. Our program is also specifically designed to foster communication among the teacher and the student, the student and the mentor, and very critically, between the mentor and the online teacher.

With nine years experience working with schools in developing effective online learning programs, we have determined the best mentor is a teacher or administrator in the student's own school. An in-school mentor can see the student during the school day and meet with him or her regularly face-to-face. As a member of the school staff, the in-school mentor is in the best position to help the students solve problems. Sometimes mentors are needed to handle logistical matters such as getting access to school computers, arranging course schedules, or securing needed books or materials. Sometimes mentors play a critical role in understanding personal issues students are facing and work collaboratively with the online teacher to adapt the online course program so a specially challenged student can succeed.

Because the mentor role is an important component of our distance learning model, Apex Learning has a number of programs in place that support mentor success and involvement.

Mentor Support

Apex Learning helps mentors get a solid start by providing The Mentor Guided Tour. Just as we provide our students with a tour to orient them to online learning, every mentor has complimentary access to an online Guided Tour. Aside from orienting mentors to the students' learning environment, this Guided Tour also offers best practices, taken from Apex Learning's experience with successful mentors, that mentors can use to help online students be successful.

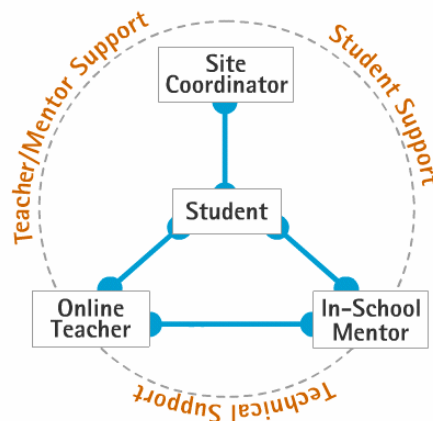
Mentor-Student-Teacher Communication

The success of the Apex Learning model depends on qualified and devoted teachers, mentors who are well oriented and well supported, and regular and effective communication between mentors and teachers.

Apex Learning's online teachers take seriously their responsibility for building collaborative relationships with mentors. They make the initial efforts to communicate with mentors, and keep mentors up to date on any student issues. For many students, online teachers and mentors provide regular updates via quick email exchanges. But there are times when our online teachers and in-school mentors use a more in-depth approach to address student issues. They may revise schedules, work with in-school guidance counselors, talk with principals or parents, or design student work contracts, all with an eye toward helping individual students succeed. In-school mentors recognize the value of this partnership and its impact on motivating students.

Instructional Methodology

The goal with the online course is to provide a student with a learning experience comparable to the traditional model of a student in a classroom with a teacher in situations where that is not an option. Apex Learning has developed an instructional model that links the student to both an online teacher and in-school mentor. This model is specifically designed to foster communication between the teacher and the student, the student and the mentor, and very critically, between the mentor and the online teacher. When the lines forming this instructional triangle represent regular, clear and supportive communication, students progress in their courses and have the best success possible.



Apex Learning's online teachers are certified to teach high school and have an average of 16 years of classroom teaching experience. Every Apex Learning teacher regularly participates in professional development in online teaching strategies and best practice, and their performance is closely monitored on an ongoing basis. Online teachers communicate regularly with students and are required to meet specific standards:

* **Communication at the outset of the semester.** Teachers establish communication with students and mentors at the outset of the semester. They utilize a variety of tools to contact and build relationships with students and mentors. Among the communication tools are use of announcements, welcoming emails, and phone calls. If a mentor is not assigned or fails to respond, the teacher relies on the Support Team to contact the Site Coordinator to be sure there is an adult at school who will monitor the students.

* **Timely Response to students and mentors.** On-time assignments should be graded and returned within 3 school days. Each teacher provides comprehensive feedback on assignments-and that feedback is periodically reviewed to evaluate whether the teacher is meeting standards for clear, complete and supportive guidance to students.

Each teacher should respond to all email within one school day. Email and postings are also periodically reviewed for the quality of the communication with the students. Apex Learning Comprehensive and AP course teachers also offer regular office hours during the semester. Scheduled office hours are provided for students through a synchronous online chat and whiteboard environment, or by email. They do this at a minimum of one hour per week, and some hold multiple sessions throughout the week.

An in-school mentor complements the online teacher. The mentor can see the student during the school day and meet with them regularly face-to-face. As a member of the school staff, an in-school mentor is in the best position to help the students solve problems. Sometimes mentors are needed to handle logistical matters such as getting access to school computers, arranging course schedules, or securing needed books or materials. Sometimes mentors play a critical role in understanding personal issues students are facing, and working collaboratively with the online teacher to adapt the online course program so a specially challenged student can succeed. Every mentor has complementary access to an online Guided Tour. Aside from orienting mentors to the students' learning environment, this Guided Tour also offers best practices, taken from Apex Learning's experience with successful mentors, that mentors can use to help online students be successful.

Apex Learning's Academic Outreach program is the final piece of a comprehensive program to support in-school mentors and student success. Each week, the Academic Outreach team reviews student and school data to identify schools that have a significant percentage of their students that are not making adequate progress. Once a school is identified, additional information is gathered from discussions with Apex Learning Support and with the relevant teachers. The team makes a determination whether to contact the school directly. Mentors, site coordinators or a school principal may be contacted to assist in resolving any issues that may be impeding student progress, including designing an action plan for students.

Apex Learning Academic Policies

1. **Teacher Response Time:**

- a. Apex Learning Teachers will respond to questions within 1 school day.
- b. Apex Learning Teachers will return graded assignments within 3 school days after the assignment due date if the assignment was submitted on time.

2. **Test Feedback Guidelines:**

(If students have questions about test feedback or would like more information about a test, they should contact their Apex Learning Teacher to request clarification.)

- a. Regarding teacher graded **multiple-choice** tests, it is OK (and recommended) to indicate how many responses are correct, which responses are incorrect, but **not** the answers to the incorrect responses.
- b. Regarding teacher graded **free response** tests, it is OK (and recommended) to indicate how many responses are correct, which responses are incorrect, and some guided feedback without giving the specific answer.

3. **Late Work Policy:**

Apex Learning Teachers determine their own policy for accepting late coursework. For example, some teachers may accept late work, but subtract points as a penalty. Others may allow students a set number of instances throughout the semester. Please note that teachers are not required to accept or grade late coursework.

Students are ultimately responsible for submitting work on or before the published due date (including faxed work). Students should communicate with their mentor at school and their teacher about special situations that may prevent the student from turning work in on time. In many cases, teachers may accommodate special situations by modifying the student's course schedule.

4. **Holiday/Vacation Policy:**

Apex Learning recognizes the challenges students face with regards to the possible tension between Holidays and School Breaks and their due dates. Apex Learning teachers provide different approaches to being flexible during this time. Some push students to work ahead and some allow catch-up time following the break. To ensure that this does not become stressful for students, mentors, and teachers, it is imperative that all three parties discuss particulars at the beginning of the semester. With all three working together, students can then work towards a successful and timely completion of their online course.

5. **Policy for Students Who Need to Finish the Course Before the Course End Date**

At the beginning of each semester, the teacher will initiate communication with mentors to identify which students will require early final grades and when the grade needs to be posted.

Teachers will offer students the option to complete all work ahead of schedule in order to meet their early final grade deadlines.

In the event that students can't or don't finish the entire course, they should still make every effort to take the final exam.

In any case, the recommended final grade that the teacher enters will always correspond to the overall percentage of the course.

6. **No Access and 0% Progress Withdrawal Policy**

No Access Withdrawal Policy

-Students who do not access their course for an extended period of time will be warned and or withdrawn automatically by Apex Learning. Please see below for the timing of these warnings and withdrawals.

Zero Percent Progress Withdrawal Policy

-Students who fail to earn any points (0% Progress) for an extended period of time after their course has begun will be warned and or withdrawn automatically by Apex Learning. Please see below for the timing of these warnings and withdrawals.

Warning and Withdrawal Notices:

The warning and withdrawal emails from support@apexlearning.com are customized and sent individually to the student, mentor, and site coordinator. Students, mentors, and site coordinators receive the same withdrawal email.

Fall/Spring Semesters:

No access: 14 day warning, 21 day withdrawal

Zero Percent Progress: 14 day warning, 21 day withdrawal

Summer Semester:

No access: 7 day warning, 14 day withdrawal

Zero Percent Progress: 7 day warning, 14 day withdrawal

Mentor Checklist

Mentors play a key role in student success by communicating with teachers and students, monitoring student progress, and trouble-shooting issues. The following are some of the key actions mentors can take to ensure success from student setup, to course completion and grading.

Before the Course

1. Meet with your school Site Coordinator
 - Your Site Coordinator will likely oversee selecting students, distributing student enrollment instructions, reserving class periods, providing computer access, and obtaining course materials.
 - Find out which students you will be working with and ensure that they are registered, enrolled and that materials have been ordered for them.
 - Your Site Coordinator may have scheduled a training session with an Apex Learning Professional Development Specialist to get you started with the Apex Learning ClassTools Virtual program.
2. Log into your Mentor account
 - You should have received an email from Apex Learning Support with your username and password if your Site Coordinator registered you as a Mentor.
 - If you have not been registered, ask your Site Coordinator to register you or call Apex Learning Support 1-800-453-1454 for assistance.
3. Set up your computer
 - Make sure to **Run the System Check Up** to confirm that your computer is properly set up to run Apex Learning. You can do this by clicking the Run System Checkup link in the Tools area of the My School page.
4. Enroll in your students' online courses
 - On the My School page, check the list of course enrollments for the courses your students are enrolled in. You must be enrolled in the same courses as your students to access to your students' progress reports.
 - If your students' online course subjects are not listed under the enrollments area, click the **Enroll in a Course** link in the Tools area of the My School page. Be sure to enroll in the same subject and semester (Fall or Spring) as your student(s). Please see the How to Enroll section of this packet for step-by-step instructions.
5. Complete the online training:
 - In the Tools area click the orientation link and then preview the Mentor Guided Tour.
 - Become familiar with the Apex Learning Support Center by clicking the blue "HELP" button in the upper right hand corner of the page. You can

directly access the Apex Learning Support Center here:
<http://support.apexlearning.com>.

3. Mentors set up introductory meeting with students:
 - Review and help students understand time and commitment requirements.
 - Set expectations for students (setting schedule, working independently, and meeting with them to monitor progress).
 - Work with teachers to help set clear expectations for students to assure they are moving on schedule and accept responsibility.
 - Make sure computers are set up by doing the System Check Up (do this right away, the first or second day of course).
 - Confirm that they have received course materials.

During the course

1. Course Due Dates and Monitoring Student Progress:
 - Check due dates on the student's Activity Score Report.
 - Monitor student progress and outcomes by using the Mentor Grade Book.
2. Meet with students regularly -- 10-15 minutes per week/course
 - Review challenges, issues, queue them up for any discussion with teacher.
3. Proctor Test and Exams
 - If your school has decided to have any activities such as Test and Exams proctored you'll need to proctor these activities by:
 1. Unlocking them in the Mentor Grade Book so that students can download them from their own student log in. See the Mentor Grade Book section of this packet for step-by-step instructions on how to do this.
 2. Administer them according to your school's policies. You can download and print any activity by opening the course from the Enrollments area of the My School Page in your Mentor account.
4. Help fax assignments
 - Students who handwrite their homework will need to fax in their homework. Students taking Math and Science will usually be handwriting and faxing homework. They may need your help to access the school's fax machine. Review the step-by-step faxing instructions located in the Student Assignment Submission section of this packet.
3. Help students get and stay organized:
 - Assure that students email each of their teachers a minimum of one time per week with questions or updates on their progress, and that they keep the messages the teachers send because they can contain important information.
 - Make sure students check their progress report weekly. Check the Mentor Grade Book and Student Progress Report to keep students on track.

4. Communicate with the online teacher on regular basis:
 - Contact the teacher immediately if and when student falls behind or has concerns.
 - Intervene quickly if communication is not happening and/or student's progress scores demonstrate student is struggling with the course.
5. Advanced Placement (AP*) Students:
 - Apex Learning does not arrange for students to take the College Board AP Exams. Please consult the College Board website for information and instructions: <http://apcentral.collegeboard.com>.

After the Course

1. Final Grades:
 - All grades may be accessed online at any time by viewing the Mentor Grade Book or Student Progress Report.
 - Once the final letter grade is recorded, a Grade Letter in the Mentor Grade Book will be available for printing.
2. Prepare for the next semester:
 - Think about the courses you would like your student to take.
 - Enroll and prepare students for new courses as soon as possible.

Logging In

1. Go to www.apexvs.com
2. Enter your **Username** and **Password** (case sensitive)
3. Click the **Login Now** Button

Apex Learning DEMO

SO1
HEL

Login [New Features](#)

Welcome to the Login Page!

If you have a username and password, please enter them below.

Username:

Password:

Login Now

Don't have a Username and Password? [Register Here](#)

Forgot your Username or Password? [Click Here](#)

[Terms of Use](#) [Privacy Policy](#)

For assistance, please email the Support Team at support@apexlearning.com or call (800) 453-1454.

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How to Enroll as a Mentor in your Student's Subject(s)

1. Log into your Mentor account at www.apexvs.com
2. Click the **Select Courses to Mentor** link in the Tools area of the My School Page

Apex Learning

Welcome CTV Guest Mentor

STF020

LOGOUT HELP

My School

GO TO MY SCHOOL + ENROLL IN A COURSE

Tools

- Mentor Grade Book
- Reports
- Select Courses to Mentor**
- Correlations
- Change Personal Info
- Orientation
- Run System Checkup

Announcements Posted in: Last 7 days Last 30 days All

There are no announcements.

Current Enrollments

Classroom	Start Date	Teacher
Apex Demo VS		

3. **Select the course subject(s)** by checking the boxes next to the courses your student is enrolled in, make sure to check the box that corresponds to the correct Semester Time Period (Fall or Spring).

Apex Learning

Welcome CTV Guest Mentor

STF076

LOGOUT HELP

Select Your Subject(s) to Mentor

GO TO MY SCHOOL + ENROLL IN A COURSE

Tools

- Mentor Grade Book
- Reports
- Select Courses to Mentor**
- Correlations
- Change Personal Info
- Orientation
- Run System Checkup

Select subject(s) from the list below to mentor students in the corresponding online courses.

Advanced Placement

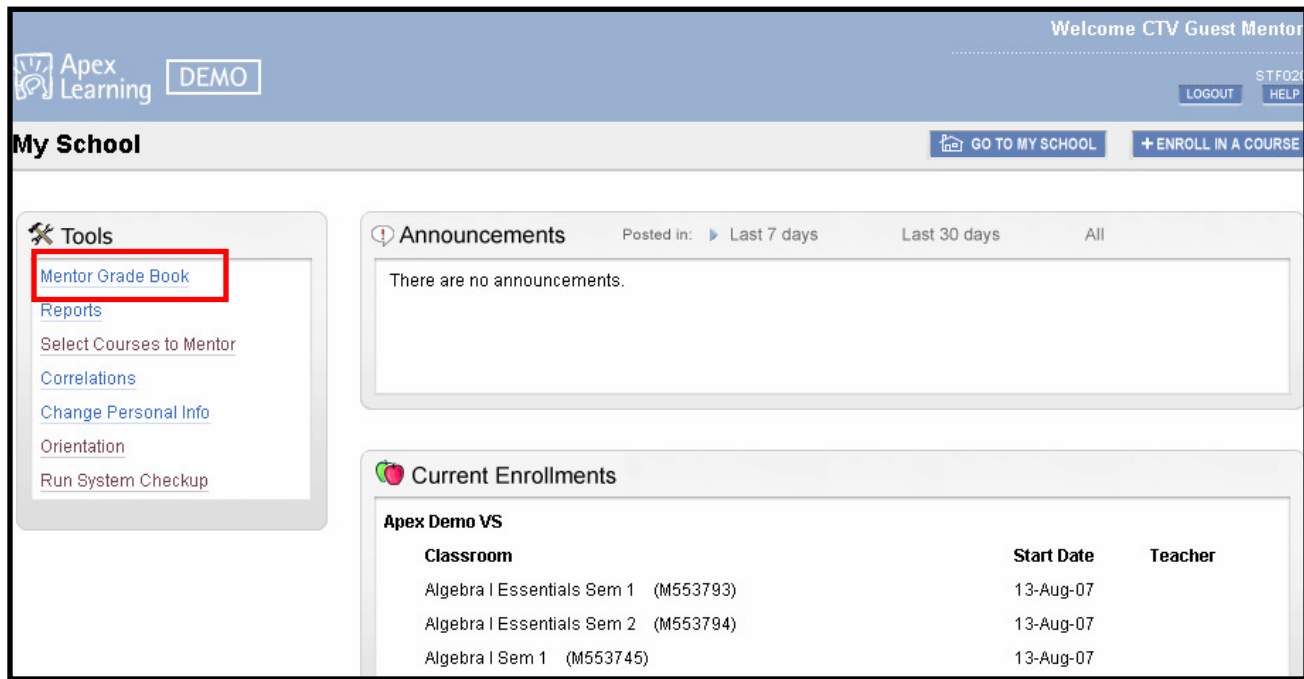
	Fall 2007	Spring 2008
English		
AP English Language and Composition Sem 1	<input type="checkbox"/>	<input type="checkbox"/>
AP English Language and Composition Sem 2	<input type="checkbox"/>	<input type="checkbox"/>
AP English Literature and Composition Sem 1	<input type="checkbox"/>	<input type="checkbox"/>
AP English Literature and Composition Sem 2	<input type="checkbox"/>	<input type="checkbox"/>
Math		
AP Calculus AB Sem 1	<input type="checkbox"/>	<input type="checkbox"/>
AP Calculus AB Sem 2	<input type="checkbox"/>	<input type="checkbox"/>

4. Click the **Submit** button at the bottom of the screen.

Submit

Mentor Grade Book and How to Proctor Activities

1. **Log in** to your Mentor account
2. Click on the **Mentor Grade Book** link in the Tools menu on the My School Page



Welcome CTV Guest Mentor

Apex Learning DEMO

STF02
LOGOUT HELP

My School GO TO MY SCHOOL + ENROLL IN A COURSE

Tools

- Mentor Grade Book**
- Reports
- Select Courses to Mentor
- Correlations
- Change Personal Info
- Orientation
- Run System Checkup

Announcements Posted in: Last 7 days Last 30 days All

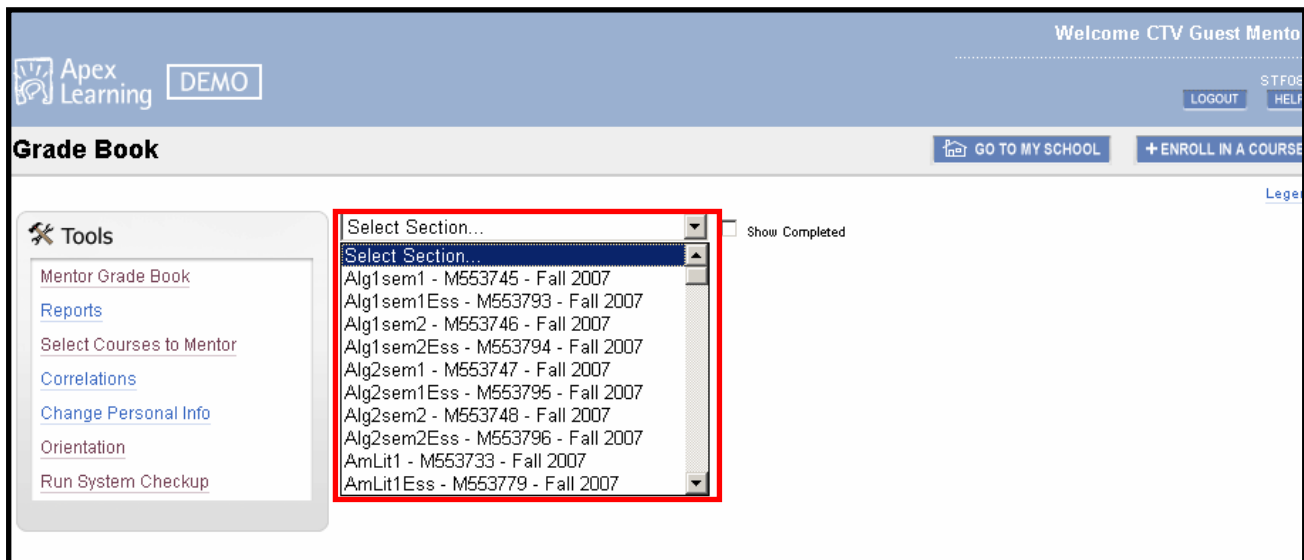
There are no announcements.

Current Enrollments

Apex Demo VS

Classroom	Start Date	Teacher
Algebra I Essentials Sem 1 (M553793)	13-Aug-07	
Algebra I Essentials Sem 2 (M553794)	13-Aug-07	
Algebra I Sem 1 (M553745)	13-Aug-07	

3. **Select a Subject** using the **Section** Drop Down Menu



Welcome CTV Guest Mentor

Apex Learning DEMO

STF02
LOGOUT HELP

Grade Book GO TO MY SCHOOL + ENROLL IN A COURSE

Legal

Tools

- Mentor Grade Book**
- Reports
- Select Courses to Mentor
- Correlations
- Change Personal Info
- Orientation
- Run System Checkup

Select Section...

- Select Section...
- Alg1sem1 - M553745 - Fall 2007
- Alg1sem1Ess - M553793 - Fall 2007
- Alg1sem2 - M553746 - Fall 2007
- Alg1sem2Ess - M553794 - Fall 2007
- Alg2sem1 - M553747 - Fall 2007
- Alg2sem1Ess - M553795 - Fall 2007
- Alg2sem2 - M553748 - Fall 2007
- Alg2sem2Ess - M553796 - Fall 2007
- AmLit1 - M553733 - Fall 2007
- AmLit1Ess - M553779 - Fall 2007

Show Completed

- You will see the **Summary** view of the Grade information for the student(s) enrolled in the subject you selected. Here you can see Unit Averages, On Schedule %, Quality of Work, and Grade to Date at a glance. Click on the Student's name to see an Activity Score Report.



The screenshot shows the Apex Learning Mentor interface. The top navigation bar includes the Apex Learning logo, a 'DEMO' button, and links for 'LOGOUT' and 'HELP'. The main header is 'Grade Book' with buttons for 'GO TO MY SCHOOL' and '+ ENROLL IN A COURSE'. The left sidebar contains a 'Tools' menu with options: 'Mentor Grade Book', 'Reports', 'Select Courses to Mentor', 'Correlations', 'Change Personal Info', 'Orientation', and 'Run System Checkup'. The main content area shows a dropdown menu for 'Alg1sem1 - M553745 - Fall 2007' and a 'Show Completed' checkbox. A 'Summary' dropdown is highlighted with a red box. Below it, a table displays student data for 'Student, CTV Gue...'. The table has columns for Unit 1 through Unit 6, Add'l Activities, Overdue Activities, Days Since Access, On Sched %, Quality of Work, and Grade to Date. The 'Summary' dropdown and the table headers are highlighted with a red box.

Unit 1 (723)	Unit 2 (517)	Unit 3 (329)	Unit 4 (285)	Unit 5 (365)	Unit 6 (250)	Add'l Activities (0)	Overdue Activities	Days Since Access	On Sched %	Quality of Work	Grade to Date
0.0	0.0	0.0	0.0	0.0	0.0	100.0	5	1	0.0%	0.0%	0

- You may be required to proctor some activities for your student(s). To **Proctor** an Activity: Select the **Unit** for the Unit Drop Down Menu.

The screenshot shows the Apex Learning Mentor interface. The top navigation bar includes the Apex Learning logo, a 'DEMO' button, and links for 'LOGOUT' and 'HELP'. The main header is 'Grade Book' with buttons for 'GO TO MY SCHOOL' and '+ ENROLL IN A COURSE'. The left sidebar contains a 'Tools' menu with options: 'Mentor Grade Book', 'Reports', 'Select Courses to Mentor', 'Correlations', 'Change Personal Info', 'Orientation', and 'Run System Checkup'. The main content area shows a dropdown menu for 'Alg1sem1 - M553745 - Fall 2007' and a 'Show Completed' checkbox. A 'Unit 1' dropdown is highlighted with a red box. Below it, a table displays student data for 'Student, CTV Gue...'. The table has columns for 1.8.2 Quiz, 1.8.3 Quiz, 1.8.4 Quiz, 1.9.1 Practice, 1.9.3 Discuss, 1.9.4 Test (CST), 1.9.5 Test (TST), and 1.10.1 Diag. The 'Unit 1' dropdown and the table headers are highlighted with a red box.

1.8.2 Quiz	1.8.3 Quiz	1.8.4 Quiz	1.9.1 Practice	1.9.3 Discuss	1.9.4 Test (CST)	1.9.5 Test (TST)	1.10.1 Diag
16	16	16	100	30	105	50	35

- To **unlock** an activity, click on the Red Lock  next to the activity so that it turns green .
- Click the **Save Changes** Button. When the student logs into their account they will now be able to access and complete the activity.

How to Locate the Student Progress Report

1. **Log in** to your Apex Learning Mentor account.
2. Click on the **Reports** link in the Tools menu on the My School Page

Welcome CTV Guest Mentor

Apex Learning DEMO

LOGOUT STFO2 HELP

My School GO TO MY SCHOOL + ENROLL IN A COURSE

Tools

- Mentor Grade Book
- Reports**
- Select Courses to Mentor
- Correlations
- Change Personal Info
- Orientation
- Run System Checkup

Announcements Posted in: Last 7 days Last 30 days All

There are no announcements.

Current Enrollments

Classroom	Start Date	Teacher
Algebra I Essentials Sem 1 (M553793)	13-Aug-07	
Algebra I Essentials Sem 2 (M553794)	13-Aug-07	
Algebra I Sem 1 (M553745)	13-Aug-07	

3. Select a **Course** from the drop down menu

Welcome CTV Guest Mentor

Apex Learning DEMO

LOGOUT STFO2 HELP

View Reports GO TO MY SCHOOL + ENROLL IN A COURSE

Tools

- Mentor Grade Book
- Reports**
- Select Courses to Mentor
- Correlations
- Change Personal Info
- Orientation
- Run System Checkup

Locate your role below, choose a course classroom (as applicable), and then click the report that interests you.

Mentor

Select Course...
Select Course...
Alg1sem1 - Fall 2007
Alg1sem1Ess - Fall 2007
Alg1sem2 - Fall 2007
Alg1sem2Ess - Fall 2007
Alg2sem1 - Fall 2007
Alg2sem1Ess - Fall 2007
Alg2sem2 - Fall 2007
Alg2sem2Ess - Fall 2007
AmLit1 - Fall 2007
AmLit1Ess - Fall 2007

Students' quality of work, see if they're on schedule, get midterm grades, and access students' Activity Score Reports.

Contact information for students and teachers.

How recently students have accessed their courses.

See if students have been added or withdrawn.

Student Summary Review summary performance information for each of your students.

- Click the **Student Progress** report button to see Student Data for a particular subject.

The screenshot shows the Apex Learning Mentor interface. At the top, it says 'Welcome CTV Guest Mentor' with 'LOGOUT' and 'STF HELP' links. Below this is a 'View Reports' section with buttons for 'GO TO MY SCHOOL' and '+ ENROLL IN A COURSE'. On the left, there's a 'Tools' sidebar with links like 'Mentor Grade Book', 'Reports', 'Select Courses to Mentor', 'Correlations', 'Change Personal Info', 'Orientation', and 'Run System Checkup'. The main area is titled 'Mentor' and contains a dropdown menu for 'Alg1sem1 - Fall 2007'. Below this, the 'Student Progress' button is highlighted with a red box. Other buttons include 'Contact List', 'Last Login', 'Add/Withdrawal List', and 'Student Summary', each with a brief description of its function.

- The Student Progress Report **will open in a new window**. All reports can be exported to Excel by clicking on the Excel Download or Tab Download links in the upper right of the report.

The screenshot shows the 'Student Progress Report' in Microsoft Internet Explorer. The browser window title is 'Student Progress Report - Microsoft Internet Explorer'. The page header includes 'File Edit View Favorites Tools Help' and a search bar. The main content area is titled 'Student Progress' and 'Alg1sem1 - Fall 2007'. It includes a timestamp 'Data is current as of August 10, 2007 1:10 PM PDT' and a summary of student progress information. In the upper right, the 'Excel Download' and 'Tab Download' links are highlighted with a red box. Below this, there's a table with columns for 'School', 'Course', 'Last Name', 'First Name', 'Email', 'Overdue Activities', 'On-Schedule Indicator', 'On Schedule', 'Quality of Work', 'Grade to Date', 'Overall %', 'Midterm', and 'Final'. The table shows one student, 'CTV Guest', with a 'red' indicator for 'On-Schedule'. The page footer indicates 'Page 1 of 1 (1 items)' and a 'Close Window' button.

- Click the **Last Login** report button to see the last time your student(s) have logged into their Apex Learning account.

Last Login Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Last Login

Alg1sem1 - Fall 2007

Data is current as of August 10, 2007 1:12 PM PDT

Excel Download Tab Download Legend

Last Accessed information indicates the last time a student launched the corresponding course content.

Group By: Search:

Organization	Course	Last Name	First Name	Status	Last Accessed	Days Since Access	Withdraw Date	Reason
Apex Learning Inc. - Cla...	Alg1sem1	Student	CTV Guest	Active	09 Aug 2007	1		
Apex Learning Inc. - Cla...	Alg1sem1	Teacher	CTV Guest	Active	10 Aug 2007	0		
Apex Learning Inc. - Cla...	Alg1sem1	Mentor	CTV Guest	Active		N/A		
Apex Learning Inc. - Cla...	Alg1sem1	Student	OC Guest	Withdrawn	14 Jul 2007	27	01 Aug 2007	BulkUpload

1 Page 1 of 1 (4 items)

Close Window

- Click the **Student Summary** report button to see Student Data for all of an individual student's enrollments. Select a student from the Drop Down Menu.

Student Summary Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Student Summary Report

Data is current as of August 10, 2007 1:44 PM PDT

Legend

Select Student...

Select Student...

McStudentson, Jim

Student, AP Guest

Student, AP Guest

Student, AP Guest

Student, CTV Guest

Student, DLC

Student, Guest

Student, Guest

Student, Guest

Student, Iowa

Student Summary Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Student Summary Report

Data is current as of August 10, 2007 1:43 PM PDT

Excel Download Tab Download Legend

For best print results use landscape mode.

McStudentson, Jim Student Credentials

Courses	Status	Started	Last Access	Overdue Activities	Stoplight	On Schedule	Quality of Work	Grade to Date	Overall %	Midterm	Final	Expires
AP Physics B Sem 1	Active	09 Apr 2007		71	red	0%	0%	0%	0%			10 Oct 2007
French II Sem 1	Active	09 Apr 2007		66	red	0%	0%	0%	0%			10 Oct 2007
Geometry Sem 1	Active	09 Apr 2007	12 Jun 2007	64	red	0%	0%	0%	0%			10 Oct 2007
AP Psychology	Complete	09 Apr 2007	27 Jun 2007	4	completed	92.6%	79.2%	72.2%	60.8%	B	A	10 Oct 2007

1 Page 1 of 1 (4 items)

Close Window

Student Assignment Submission

Students can submit teacher-scored assignments to their Apex Learning teachers by **faxing** their work or by sending **digital files** through the Student Message Center.

If your student is having technical problems submitting their work, they should contact their teacher and Apex Learning Support to resolve the problem.

The following instructions for Student Assignment Submission can be found in Course Outline at **Student Appendix A: How to Submit Your Work:**

Preparing assignments for submission

Some of your Apex Learning assignments will be graded by your teacher. There are many options for preparing assignment responses for submission to your teacher. It may be easiest for you and your teacher if the responses you create are digital files. However, for those activities that require you to show your work, draw graphs, enter formulas, or create illustrations, using a computer program to complete your assignment may be challenging. In these cases, the simplest way to create your submission will be to print the assignment and handwrite your answers. Apex Learning has deployed powerful solutions to facilitate the submission of your homework. This section will discuss the mechanics of creating both digital and handwritten homework submissions.

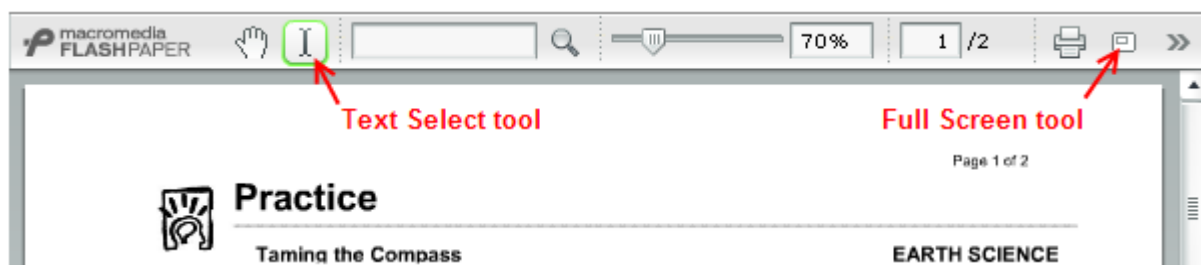
Creating digital files

Apex Learning presents teacher graded assignments in two different forms - PDF (viewed using Adobe Reader or other PDF software) or FlashPaper. To create a digital homework file from these assignments, copy and paste the content into your favorite word processor. Please note, when you copy and paste you may lose some of the original formatting. Your teacher may not require you to copy the entire question into your homework. You may be able to simply enter a question number and your corresponding answer. You should check with your teacher to determine their preferred format for your homework submission.

FlashPaper copy and paste

When you open a FlashPaper assignment, the document will appear in a viewer resembling the image below. To copy text from these documents:

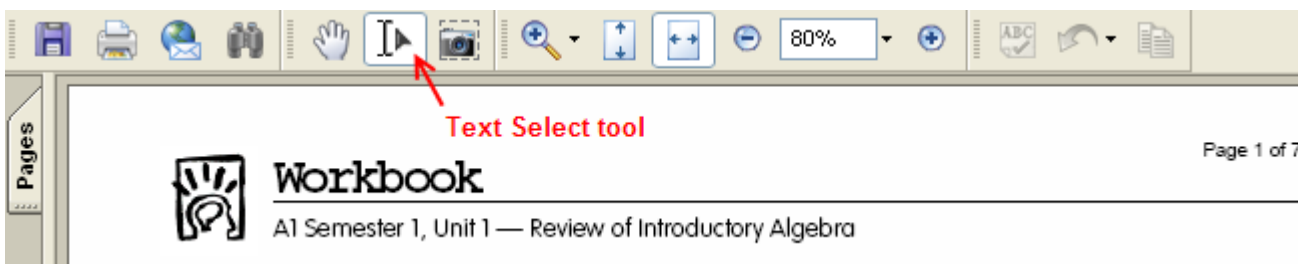
1. Click the 'Text Select' tool. *Firefox users:* Click the 'Full Screen' tool before clicking the 'Text Select' tool.
2. Select the text you would like to copy by dragging the mouse over the text.
3. Copy the selected text (PC users type ctrl-c; Mac users type command-c).
4. Open your preferred word processing program.
5. Paste the selected text (PC users type ctrl-v; Mac users type command-v).



Adobe Reader copy and paste

When you open a PDF format assignment, the document will appear in a viewer resembling the image below. If you are using a program other than Adobe Reader version 7 to view PDF documents, the actual icon may look a bit different, but the steps involved remain the same. To copy text from these documents:

1. Click the 'Select' tool. Adobe Reader version 8 does not require this step.
2. Select the text you would like to copy by dragging the mouse over the text.
3. Copy the text (PC users type ctrl-c; Mac users type command-c).
4. Open your preferred word processing program.
5. Paste the selected text (PC users type ctrl-v; Mac users type command-v).



Preparing handwritten homework

If you choose to create a handwritten homework submission, follow these steps to print your homework file. Complete your assignment, then follow the instructions below for faxing or scanning your assignment for submission to your teacher. You can always add additional pages to your homework submission if you need additional room to complete the assignment.

Note: Ensure you write legibly and in dark print. When you submit your completed assignment, you must ensure your teacher can read it!

FlashPaper Printing

When you open a FlashPaper assignment, the document will appear in a viewer resembling the image below. To print these documents:

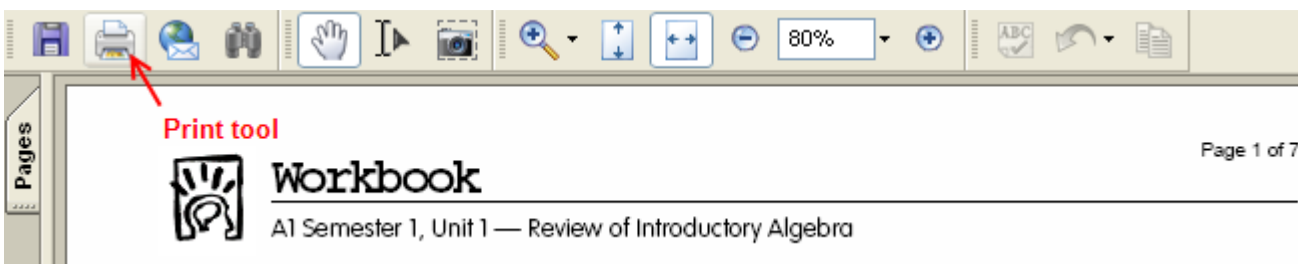
1. Ensure your printer is connected to your computer and properly configured for printing.
2. Click the 'Print' tool.
3. Configure your printer options.
4. Click the 'OK' or 'Print' button.



Adobe Reader Printing

When you open a PDF format assignment, the document will appear in a viewer resembling the image below. If you are using a program other than Adobe Reader to view PDF documents, the actual icon may look a bit different, but the steps involved remain the same. To print these documents:

1. Ensure your printer is connected to your computer and properly configured for printing.
2. Click the 'Print' tool.
3. Configure your printer options.
4. Click the 'OK' or 'Print' button.



Submitting assignments to your teacher

Uploading a document or audio file


Assignments which you complete as electronic files (e.g. word processor documents, sound recordings, scanned documents) must be submitted to your teacher by uploading the files to Message Center. This process is similar to sending a message to your teacher.

To submit an electronic file to your teacher, first create a new message. Select the **Submit Homework** checkbox to show submission options.



To :


Subject :

Message :

Submit Homework ☒ 

Using the drop-down menus that appear, select the **Section** (course) and **Activity** of the assignment you are submitting.

Section:  


Activity: 





Then, click the **Browse** button and select the file to upload.

File: (optional) 

After selecting the file to upload, the path and filename will appear in the **File** box. To send the message and attached file to your teacher, click the **Send** button.

As with normal messages to your teacher, a copy of the message will be placed in the Message Center list. You can use the list to view your previous messages, including any attached assignments.

 **Message Center** NEW MESSAGE

	From/To	Subject	Date
	Teacher, Your	My Homework Assignment	29 Jun 2005
	Teacher, Your	I have a Question about my Homework	28 Jun 2005
	Teacher, Your	Test #3	22 Jun 2005
	Teacher, Your	Faxed Homework Submission	22 Jun 2005

Note: Message Center allows you to attach the following types of files to messages:

- .rtf - Rich Text Format (RTF)
- .doc - Microsoft Word
- .tif - Tagged Image File (TIF/TIFF)
- .wav - Wave audio
- .mov - QuickTime audio

Scanning a handwritten document for upload

If you have a scanner and appropriate software, then you may scan and upload a handwritten document instead of faxing it. However, you must strictly follow these rules when scanning your documents:

- Document images must be saved as TIFF images. The filename extension must be ".tif" (or ".tiff" on Macs).
- Multiple pages must be saved in a single file as a multi-page TIFF*.
- Images must be black and white, not grayscale or color.
- Image resolution must be 100 DPI (dots per inch).
- Each page must be approximately 1730 pixels wide by 2220 pixels high (1730x2220).
- Each file's size must be 400 KB (kilobytes) or less.

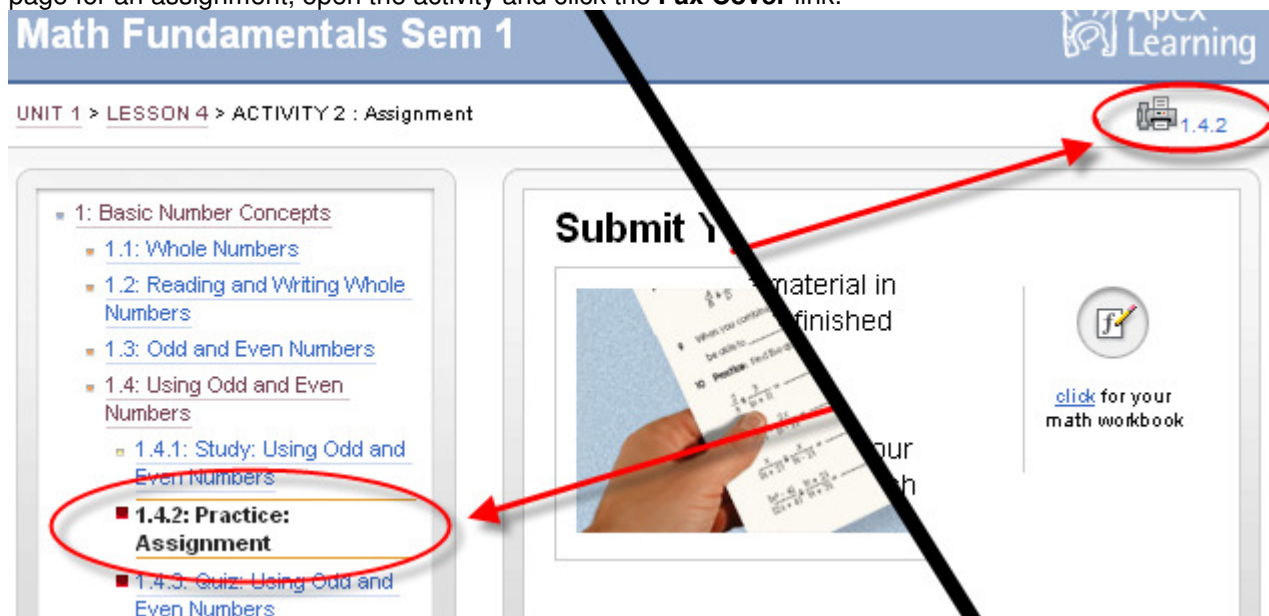
- One and only one assignment must be included in a single image file.
- You must preview each image file to be sure it is legible and that it includes all pages of the assignment.

Once you have a document image in the required format, you may upload it to your teacher as you would any other electronic file.

***Note:** The software included with your scanner may not support multi-page TIFF images. If this is the case, then you must obtain other software which meets our requirements.

Faxing a handwritten document

Some assignments must be handwritten. These assignments may be faxed to your teacher. Each faxed assignment must use the preformatted cover page that we provide. To print the cover page for an assignment, open the activity and click the **Fax Cover** link.



Clicking the Fax Cover link will open a printable cover page for the assignment. Use your web browsers print function to print the cover page. Notice that each assignment has a unique cover page. This means that **you may not re-use a cover page for any other assignment**. The example cover page below is for activity 1.4.2 only. It cannot be used for any other activity!

To:	Your Teacher	From:	Student Name
Fax:	1-800-660-1246	Username:	studentname
Email:	support@apexlearning.com	Email:	support@apexlearning.com
Date:		Pages:	

CLASSROOM: Math Fundamentals Sem 1 (S417342)
ACTIVITY: 1.4.2
POINTS POSSIBLE: 25
DUE DATE: Fri, Jun 10, 2005
GRADEBOOK PK: 2091875



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Faxed documents will be converted to a TIFF image similar to those described in the Scanning a handwritten document for upload section of this document. The fax image will be sent to your teacher as if you had uploaded a file. A copy of the message and the attached fax image will be placed in your Message Center.